



# JOB OPPORTUNITY

## OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Senior Legal Typist  
Tenure: Perm Full -Time  
Location: Sacramento CA  
Salary: Range A - \$2589-3148; Range B \$2894-3516

### DUTIES AND RESPONSIBILITIES:

Under the supervision, the incumbent will perform legal secretarial duties related to the casework performed by the Office of the State Public Defender. General duties of this position may include, but not be limited to: typing, transcribing, and editing legal documents, pleadings, and appellate briefs; filing legal documents; ensuring documents are complete and comply with statutory guidelines; preparing correspondence; maintaining client files; and performing other duties as required.

### DESIRABLE QUALIFICATIONS:

General knowledge of and experience with legal concepts and procedures; ability to work independently and with others; familiarity with word processing, preferably WordPerfect; good attendance record. While performing assigned duties, the incumbent may be required to sit for extended periods of time to operate a computer terminal and stand to photocopy and assemble documents. The senior legal typist works in an interior workstation in a smoke-free environment. Ability to lift up to 20 lbs.

### WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range, or have list eligibility. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

### Send an Application To:

Raquel Correa  
Office of the State Public Defender  
801 K Street, Suite 1100  
Sacramento, CA 95814 (916) 445-5447

### FINAL FILING DATE: Until Filled

Applications will be screened and only the most qualified application will be interviewed.

*The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*

*It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 02/02/09*